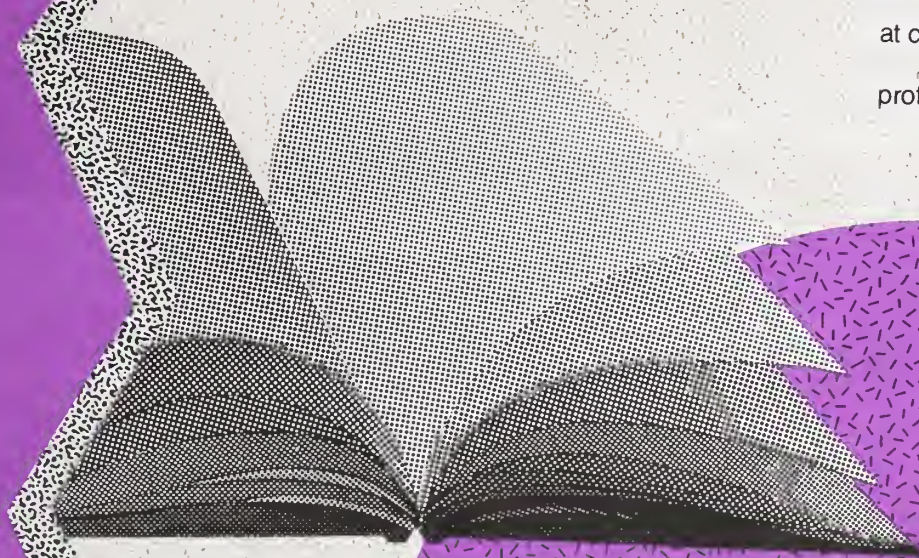
UMB 1-19.1

University of Massachusetts at Boston

Fall 1986

Continuing Education Bulletin

Your public university offers credit and non-credit courses at convenient times and locations for your personal growth, professional development and college degree requirements.



Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393

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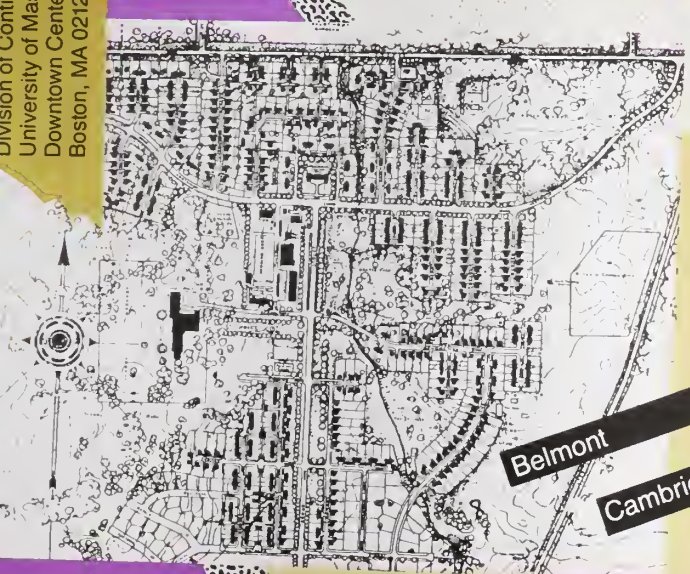

Locations in:

- Belmont
- Cambridge
- Downtown Boston
- West Roxbury
- Hingham
- Braintree

For more information, call 9 5 6 - 1 0 0 0

Issued: Spring, 1986

Continuing Education Fall 1986

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How to Register for Credit Courses

For your convenience, registration for continuing education courses is conducted primarily by mail or telephone. To register for UMass/Boston credit courses by mail, use the form below. To register by telephone, you must charge fees to a MasterCard or VISA account. (The number to call is 929-7933.)

Walk-in registration is also available: at the Harbor Campus it takes place at the Division of Continuing Education's office, Wheatley Hall, 2nd Floor, Room 203, at these times: M–Th 9:00am–5:00pm; F 9:00am–4:00pm. For walk-in registration schedules at off-campus sites, see the "Where and When" section on this page. you can register for any off-campus course at the site where the course is given, or at the Harbor Campus. *Whether you register by mail, by telephone, or in person, you will receive written notification of your registration.*

Note: To avoid paying a $20.00 late fee, you must register, by mail, by telephone, or in person, before September 6, unless you are taking courses in Hingham, where walk-in registration takes place on September 10.

Please be sure to see pages 11 and 12 in this bulletin for additional information about registration and payment procedures. Information about registering for non-credit special programs can be found on page 10.

Academic Calendar: Continuing Education Credit Courses

Registration Deadline	September 5
Late Registration*	September 8–12
Classes Begin	Week of September 15
Add/Drop Deadline	September 18
Holidays	October 13 November 11 November 27
Midsemester	October 24
Pass/Fail Deadline	October 24
Withdrawal Deadline	November 6
Classes End	Week of December 8
Final Exams	Week of December 15

*$20 late fee. On-site late registration occurs only on those dates and at those times when classes are scheduled. Late registration at the Harbor Campus will continue through September 18.

Where and When

The deadline for mail, telephone, or walk-in registration (at the Harbor Campus) is September 6. If any on-site registration session is cancelled due to weather conditions, it will be held on the same day and at the same time the following week. Locations of courses and on-site registration dates are as follows:

UMass/Boston Downtown Center
Arlington & Stuart Streets
(Park Square), Boston
September 6
10:00am–12:00 noon

McLean Hospital
115 Mill Street, Belmont
(Please register by mail or phone only, using UMass/Boston address or phone number.)

Braintree High School
128 Town Road, Braintree
September 2 & 4
6:00–8:00pm

Cambridge Hospital
1493 Cambridge Street, Cambridge
(Please register by mail or phone only, using UMass/Boston address or phone number.)

Hingham High School
41 Pleasant Street, Hingham
September 10
4:00–7:00pm

West Roxbury High School
1205 V.F.W. Parkway, West Roxbury
September 3 & 4
6:00–8:00pm

Registration Form Continuing Education Credit Courses

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # — — UMass/Boston ID # (if any):

Name
Last First Middle Initial

Address
No Street City State Zip

Student Status
O Undergraduate O Graduate _____ Bachelor's Degree Received From

Ethnic Survey Information (Required by Federal Government)

A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Do not wish to report
H. Cape Verdean

Sex
O Male O Female

Residency Status
O In State O Out of State O Foreign

Veteran Status
O Veteran O Non-veteran

Daytime Phone: ( )

Marital Status
O Married O Divorced
O Single O Widowed

Student Visa
O Yes O No

Date of Birth
Mo Day Year

Current UMass/Boston student?
O Special O Matriculated _____ Major

Studying in UMass/Boston's RN Program?
O Special O Matriculated

Student at other college or university?
O Yes O No If Yes, where?

Course Selections

Sched. No.	Dept.	Title	Site	Credits		Lab Fee (if any)	Total Course & Lab Fee
					× $54.00	+	=
					× $54.00	+	=
					× $54.00	+	=
					× $54.00	+	=

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested.

Account No

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Full payment must accompany all registrations.

Method of Payment

O VISA O MasterCard
O Check O Other

Make checks payable to University of Massachusetts—Continuing Education

Send checks and forms to:
Division of Continuing Education
Box C
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

For Office Use

Rec'd Date:

Batch: Bank No.:

Course Fee

Undergraduate $54.00/credit

Please Note:

This form is to be used only when registering for credit courses. To register for non-credit courses, please use non-credit form.

Please calculate payment below.

Course and Lab Fees (total)

Total Service Fees $15.00

Subtotal

Late Fee (if applicable) $20.00

Total Payment Enclosed

When you use this form to register by mail, your cancelled checks will be your receipt.

Opportunities for Adult Learners

As greater Boston's only public university, the University of Massachusetts at Boston is committed to providing opportunities for all persons seeking access to quality higher education in the area it serves. The University has also undertaken a special commitment to those adults beyond traditional "college age," who have daytime obligations and responsibilities at work and at home.

This commitment is demonstrated by the University's comprehensive program of late afternoon and evening courses. The program consists of two components that complement each other to provide adult learners with maximum flexibility, whether their educational plans call for studies toward a degree, or for taking individual courses as a matter of personal or professional development.

One of these components is the wide-ranging selection of credit and non-credit offerings administered by UMass/Boston's Division of Continuing Education. The other is the Extended Day schedule, which extends the regular day program of credit courses at the Harbor Campus into the late afternoon and evening hours.

The Division of Continuing Education

UMass/Boston's Division of Continuing Education extends the University's resources to people who might not otherwise be able to make use of them. The Division offers undergraduate courses on Saturdays at the University's Downtown Center, and on weekdays during the evening at a number of off-campus locations. Through its Center for Occupational Education, the Division offers courses leading to teacher certification in industrial arts, as well as courses for those seeking state approval as vocational instructors and as vocational instructors of students with special needs. Continuing Education courses are particularly suited to the needs of adults who may wish to begin or return to a previously interrupted college educational experience.

The Division also conducts many non-credit special programs—courses, workshops, seminars—both on and off campus, in order to serve various business and professional groups, individuals seeking instruction in specialized fields, and those who wish simply to explore new areas of interest. These non-credit offerings are described in this bulletin under "Special Programs.".

Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars; and welcomes proposals or suggestions for additional activities it might sponsor. For further information about how Continuing Education might help your group, please call the Director at 956-1000.

Career Enhancement Certificate

The Division of Continuing Education has recently developed a Career Enhancement Certificate (CEC) for those seeking to increase their effectiveness on the job and further develop their career opportunities. The CEC helps enable participants to broaden their perceptions of the complexities of organizational life, to recognize the interdependence of economic and social decisions, and to sharpen their communicative skills. The designation "(CEC)" at the end of a particular course description in this bulletin indicates that the course is part of the sequence leading to the Career Enhancement Certificate. For more information, please see the section on the CEC Program in this bulletin.

Of Special Interest to Nurses

A selection of required courses and recommended electives for UMass/Boston's Bachelor of Science program in nursing is available through the Division of Continuing Education's off-campus and Saturday program. The designation "(N)" at the end of a particular course description in this bulletin indicates that the course is both of general interest to all students, and of particular interest to those students enrolled in, or wishing to apply for admission to, UMass/Boston's School of Nursing.

The Extended Day Program

Through the Extended Day, the University's regular morning and afternoon courses at the Harbor Campus are offered also between 4:00 and 10:00pm. Both undergraduate and graduate level courses are offered during the Extended Day; and a number of undergraduate majors and graduate programs can be completed by students taking courses entirely within the Extended Day schedule. Extended Day particularly serves the needs of persons who are seeking UMass/Boston degrees, although it also offers a wide range of courses useful for those who have other educational objectives.

Convenience and Flexibility

Both Continuing Education and Extended Day courses are taught largely by the University's regular full-time faculty. The credits earned through Continuing Education or Extended Day courses are in no way different from the credits earned by a student attending classes during the day. And UMass/Boston students are free to combine day, evening, Saturday, and off-campus courses during any semester. *Students are reminded that a separate registration procedure exists for Continuing Education courses and that Continuing Education and Extended Day courses follow different academic calendars.*

Many older students take individual UMass/Boston courses or course sequences, on or off campus, as "Special," non-degree-seeking students. Such students are welcome at UMass/Boston. The University also encourages older students to apply for formal admission to degree programs.

Matriculated students at the University attend either part-time or full-time, and can shift easily from one status to the other as their needs change.

Further Information

For further information about evening off-campus or Saturday courses, and about all non-credit offerings, please call the Division of Continuing Education at 956-1000.

For further information about late afternoon and evening courses at the Harbor Campus, or about degree programs which can be completed entirely through evening study, please call the Extended Day Office at 929-7755. Information about Extended Day courses, offered on campus but usually not at off-campus sites, can be found in the course description section of this bulletin.

For those interested in resuming their education, experienced counselors provide information and practical advice, at free "Back-to-College" seminars that meet every Wednesday at the Downtown Center. These seminars also take place at a number of off-campus locations. For further information about admission requirements for older students or about the seminars, call UMass/Boston's Admissions Office at 929-8000.

For general information about academic programs at UMass/Boston, please call the Office of New Student Information at 929-8600.

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The University of Massachusetts at Boston is an affirmative action/equal opportunity employer and prohibits discrimination on the basis of race, color, sex, age, religion, national origin, handicap condition, sexual orientation/preference (homosexuality), or veteran status in its employment, in the recruitment, admission, and treatment of students, and in its policies and programs, as required by Federal and State laws and regulations. Inquiries concerning these laws and regulations should be addressed to the Director of Affirmative Action, Administration Building, Harbor Campus, University of Massachusetts at Boston.

The University of Massachusetts at Boston is accredited by the New England Association of Schools and Colleges. The University of Massachusetts at Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association.

Publications Office
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For your convenience, Continuing Education credit courses are listed by academic department (starting on page 4), by location (page 6), and by day of the week (page 7). Extended Day courses—those given on campus in the late afternoon and evening—are also listed, by department.

Students are reminded that a separate registration procedure exists for on-campus courses, and that they follow a different academic calendar. For a complete schedule and further information about late afternoon and evening courses at the Harbor Campus, or about degree programs which can be completed entirely through evening study, please call the Extended Day Office at 929-7755, or the Office of New Student Information at 929-8600.

Accounting and Finance

AF 210
Financial Accounting
Presents the theory and techniques of financial accounting. The course encompasses the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g., owners, investors, and government), and enables students to analyze, interpret, and use accounting information effectively. (CEC)

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 338801
West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 338819
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 338754

AF 211
Managerial Accounting
Presents the theory and techniques of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems. (CEC)
Prerequisite: AF 210.

Hingham: W 6:30–9:00pm, 3 Credits, Sched No 339001
West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 339051
Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 339108

On-Campus Evening Courses in Accounting and Finance
UMass/Boston's Accounting and Finance department offers many evening courses at the Harbor Campus. Upper-level Accounting and Finance courses are open only to degree-seeking students in the College of Management. For more information, call the New Student Information Office at 929-8600.

American Studies

AmSt C205
The Fifties
The course will consider the culture of the 1950's including writers like Kerouac, Ellison, Hemingway, and Miller, and phenomena such as the Cold War, McCarthyism, and the "other-directedness" that supposedly dominated the period. The work of social scientists like Riesman and Galbraith will be considered, as well as that of novelists and playwrights.
Core Area: Historical and Cultural Studies

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 339302

On-Campus Evening Courses in American Studies
Childhood in America

Biology

Biol D111
General Biology I
An integrated course stressing the principles of biology. Life processes are examined primarily at the molecular and cellular levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses. (N)
Core Area: Natural Sciences.

Braintree: MW 6:00–9:00pm, 4 Credits, Lab Fee: $20.00
Sched No 339506

Biol 108
Introduction to Nutrition
Introduction to the elements of nutrition with emphasis on nutrition for humans, examination of foodstuffs and nutritional quality, physiology of food utilization, food quality regulations, and the global ecology of food production. No background in the natural sciences is required. (N)

McLean Hospital (Belmont): M 5:00–7:30pm, 3 Credits, Sched No 339750
Hingham: W 6:30–9:00pm, 3 Credits, Sched No 339700

On-Campus Evening Courses in Biology
Evolutionary Biology • Basis of Life • General Biology II • Anatomy and Physiology I • Medical Microbiology • Biology of Fishes

Chemistry

Chem D107
Introduction to Chemistry I
A survey of the theoretical principles of general inorganic chemistry. Topics include atomic and molecular structure, bonding, chemical reactions, solution, pH, stoichiometry and radiochemistry. (N)
Core Area: Natural Sciences.

West Roxbury: TuTh 6:00–9:00pm, 4 Credits. Lab Fee: $25.00. Sched No 339954

On-Campus Evening Courses in Chemistry
Chemical Principles I

Economics

Econ E101
Introductory Economics I
A broad introductory survey in which special attention will be given to the role of economic principles in analyzing and understanding current economic problems. Emphasis will be placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (microeconomics). Other areas of emphasis will vary from section to section and may include industrial organization, income distribution, international trade, economics of the environment, and other topics. (May be taken after Econ E102.) (CEC)
Prerequisite: Math D110 or equivalent.
Core Area: Social and Behavioral Sciences.

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 340206
West Roxbury: Th 6:30–9:00pm, 3 Credits, Sched No 340159

On-Campus Evening Courses in Economics
American Capitalism • Introductory Economics I • Introductory Economics II • Microeconomic Theory • Money and Financial Institutions • International Economics • Economic Development

English

Engl 101
Freshman English I
Small class instruction and practice in grammar, rhetoric, and the articulation of logical thought. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600-word papers. (N)
Note: This course satisfies the first half of the College of Arts and Sciences writing requirement.

Braintree: TuTh 6:30–7:45pm, 3 Credits, Sched No 340905
West Roxbury: MW 6:30–7:45pm, 3 Credits, Sched No 340858
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 340955

Engl 102
Freshman English II
Continuation of Engl 101, with emphasis on topics and writing assignments of the kinds encountered in many types of college courses. Readings and materials vary from section to section, but all sections require a minimum of seven papers, including a longer research paper. (N) (CEC)
Note: This course satisfies the second half of the College of Arts and Sciences writing requirement.

Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 341155

Engl C210
Introduction to Creative Writing
An introduction to the arts through the medium of writing as well as reading poetry, fiction, and drama. Student writing will be submitted weekly and discussed in class.
Core Area: The Arts.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 340400

Engl E215
Intermediate Composition
A composition course offering continued practice in expository and argumentative writing. The emphasis will be on the development of rhetorical concepts—definition, exemplification, comparison, etc.—for both analytic and compositional purposes, for both critical reading and the organization and development of papers. Readings will be short, complex passages representative of the kinds of discourse met in college classes and texts. (CEC)
Core Area: The Arts.

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 340604
West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 340654

On-Campus Evening Courses in English
Five British Writers • Nature of Literature: Fiction • Six American Writers • Practical Criticism • Writing as Women • Creative Writing Tutorial • Creative Writing: Poetry • The Short Story • The Short Novel • Shakespeare I • Renaissance in English

History

Hist E265
American History I
Introduces students at the intermediate level to the study of American history before 1877. The subject matter will encompass virtually all aspects of American society, and the interrelationship between social structure, economic development, everyday life, culture, and formal politics will be explored throughout the course. Special attention will be given to the nature of historical inquiry. (N)
Prerequisite: Sophomore standing or permission of instructor.
Core Area: Historical and Cultural Studies.

Hingham: M 6:30–9:00pm, 3 Credits, Sched No 341359

Hist E266
American History II
A survey of American history from 1877 covering the nature of American social structure, economic development, everyday life, culture, and formal politics. Special attention will be given to the nature of historical inquiry.
Prerequisite: Sophomore standing or permission of instructor.
Core Area: Historical and Cultural Studies.

West Roxbury: Th 6:30–9:00 pm, 3 Credits, Sched No 341553

On-Campus Evening Courses in History
Individual in History • Ideas and Morality in the West I • The Family in U.S. History • Foundations of Western Civilization • Greek History • The Dark Ages

Management

MGT 130
Introduction to Business
Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business. (CEC)

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 342606
West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 342703
Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 342656

On-Campus Evening Courses in Management
UMass/Boston's College of Management offers many evening courses at the Harbor Campus; these courses are open only to degree-seeking students in the College. For further information, call the New Student Information Office at 929-8600.

Mathematics and Computer Science

To insure proper placement in mathematics and computer science courses, the University requires students to take a diagnostic test prior to the first class meeting. Arrangements to take the test can be made through the Mathematics and Computer Science Department (telephone 929-7960). The test may also be taken during on-site registration and add/drop periods as set forth in the off-campus registration schedule.

Career Training and Development

You can take courses from the Auditor's Institute, brush up on your Emergency Service Training, or study in the program on Alcoholism/Chemical Dependency Treatment Services, among other opportunities. See the special programs listed in this bulletin starting on page 9.

Math D105
Introduction to Computer Concepts
Discussion of computer applications, components, and terminology; historical and recent developments; computer "arithmetic"; processing equipment and its uses; and computer languages.
Note: No student receives graduation credits for Math D105 if it is taken after successful completion of Math D137 or a higher math course. Math majors cannot take Math D105 for credit.
Prerequisite: Math Diagnostic Test.
Core Area: Mathematics and Computer Languages.
Note: The fee for this three-credit course is $235.00.

Braintree: M 6:20–9:10pm, 3 Credits, Sched No 341757

Math D110
Basic Algebra
For students with a weak math background who want to develop skills for further math or science courses. Covers basic high school math. Topics include multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios of polynomials, quadratics, and word problems. Generally limited to students with less than 3 years of high school math preparation. (CEC)
Note: No student will receive graduation credits for Math D110 if it is taken after successful completion of Math D124 or D130 or a higher math course.
Prerequisite: Math Diagnostic Test only.
Core Area: Mathematics and Computer Languages.

Braintree: M 6:20–9:10pm, 3 Credits, Sched No 341951
West Roxbury: Th 6:20–9:10pm, 3 Credits, Sched No 342004

Math D125
Introductory Statistics
For non-science and non-mathematics majors only. Topics include introductory statistics, covering descriptive statistics; introductory probability sufficient to enable development of inferential statistics; and inferential statistics.
Note: No student will receive graduation credits for Math D125 if it is taken after successful completion of Math 345 or 645.
Not open to mathematics majors.
Prerequisite: Math Diagnostic Test or Math D110.
Core Area: Mathematics and Computer Languages.

West Roxbury: Tu 6:20–9:10pm, 3 Credits, Sched No 342208

Math D130
Precalculus
Preparation for first year calculus. Covers symmetry, graphs, functions, lines, parabolas and max-min problems, exponential and logarithm functions, exponential growth, semilog graphing, and the trigonometric functions and their inverses. Qualified students should enter Math D140 *without* taking this course.
Note: No student receives graduation credits for Math D130 if it is taken after successful completion of Math D140 or a higher math course. Students who have successfully completed Math D130 may not subsequently take Math D124 for credit. Students may take Math D130 after D124 only with explicit permission of the Math Department.
Prerequisite: Math Diagnostic Test only. Successful completion of Math D110 is not enough.
Core Area: Mathematics and Computer Languages.

Hingham: Tu 6:20–9:10pm, 3 Credits, Sched No 342402

On-Campus Evening Courses in Mathematics and Computer Science
Applied Algebra • Intermediate Programming/Pascal • Intermediate Programming and Data Structure • Calculus I • Calculus II • Calculus III • Numerical Computing • Linear Algebra I • Assembly Language Programming • Advanced Algorithms and Data Structures • Applied Discrete Mathematics • Higher Level Languages • Probability • Systems Programming • Artificial Intelligence • Software Engineering

Music

Music C111
Introduction to Music
Basic music materials, principles of design, and the cultural significance of representative works in historical sequence. Designed primarily for non-music majors. (N)
Core Area: The Arts.

Hingham: Tu 6:30–9:00pm, 3 Credits, Sched No 342907
West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 342957

Nursing

A selection of required courses and recommended electives for UMass/Boston's Bachelor of Science program in nursing is available through the off-campus and Saturday program. The designation "(N)" at the end of course descriptions in this bulletin indicates courses in this category. While such courses are open to all those who meet the prerequisites, formal admission to the School of Nursing must be sought by all those whose ultimate goal is to obtain a BS degree in nursing. Please call Dr. Segelman of the School of Nursing at 929-8500 for further information.

Nurs 201
Pathophysiology
This course deals with alterations in the normal physiology of body structures. Discussion of normal state is followed by the description of physiological changes resulting in the symptoms of disease. Topics include the various body systems, such as cardiovascular, renal, respiratory, and endocrine. (N)
Prerequisites: Biol D111, 207.
Corequisite: Biol 208.

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 343602

Nurs 314
Pharmacology
The course deals with the action of drugs on the body, especially as related to the physiology of disease, and to basic concepts of pharmacology: absorption, distribution, metabolism, excretion, routes of administration, and drug safety. Special emphasis is given to the mechanism of action of particular drugs, to side effects, and to drug interactions. Specific drugs are classified and studied according to their function and according to the system they affect, with particular attention paid to those drugs not commonly used in clinical settings. (N)

Cambridge Hospital: Tu 6:30–9:00pm, 3 Credits, Sched No 343806

On-Campus Evening Courses in Nursing
UMass/Boston's School of Nursing offers several evening courses at the Harbor Campus; these courses are open only to degree-seeking students in the School of Nursing. For further information, call the New Student Information Office at 929-8600.

Sociology

Sociol C140
Life Cycle
This course focuses on youth, adulthood, and old age; it examines the way in which, during different stages of life, different kinds of relationships grow and decrease in importance. It considers the meaning of work at different stages and, in general, how individuals and groups cope with change. (N)
Core Area: Social and Behavioral Sciences.

Braintree: Th 6:30–9:00pm, 3 Credits, Sched No 345450

Sociol E160
Social Problems
A course concentrating on institutional formation and change. Specifically, it covers the definition and explanation of social problems, individual, group and governmental responses to them, implications of social policy, in-depth case studies, and discussion of contemporary social problems. (N)
Prerequisite: Sociol E101.
Core Area: Social and Behavioral Sciences.

West Roxbury: M 6:30–9:00pm, 3 Credits, Sched No 345654

Sociol E242
Family
A comparative and historical analysis of family systems. Emphasis on the development and future prospects of the nuclear family in middle-class industrial society.
Prerequisite: Sociol E101.
Core Area: Social and Behavioral Sciences.

Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 345858

On-Campus Evening Courses in Sociology
Introduction to Sociology • Youth and Society • Society and the Individual • Race and Ethnic Relations • Work in Bureaucracies • Elements of Social Theory • Methods of Research

Spanish

Span D105
Basic Spanish for Communication I
A practical approach to the study of the Spanish language: basic grammar in the context of the material presented, which will focus on the vocabulary used in such areas as business and finance, medical and hospital terminology, and oral communication in general. Intensive practice in the four language skills with an audio-lingual approach.
Core Area: Foreign Languages.

West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 346058

Span D106
Basic Spanish for Communication II
A continuation of Span D105.

Braintree: W 6:30–9:00pm, 3 Credits, Sched No 346252

On-Campus Evening Courses in Spanish
Elementary Spanish I

Philosophy

Phil C108
Moral and Social Problems
Important moral and social issues of current concern are examined and debated. The course covers several problems each semester from a list including criminal punishment, war, abortion, racism, violence, the death penalty, private property, and sexism. (N)
Core Area: Philosophical and Humanistic Studies.

West Roxbury: Tu 6:30–9:00pm, 3 Credits, Sched No 344056
Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 344006

Phil E222
Moral Issues in Medicine
Concepts of health, illness, healing, under different paradigms of medicine. Is medicine an art or a science? The impact of medical technology on human life, death, what is considered "natural," with attention to issues in human reproduction (e.g., in vitro fertilization, conception, abortion). Questions of authority, accountability in the doctor-patient relationship, patient advocacy, self-help, right to health care or to refuse treatment. Social and political questions of health care organization. (N)
Core Area: Philosophical and Humanistic Studies.

Braintree: Tu 6:30–9:00pm, 3 Credits, Sched No 344250

On-Campus Evening Courses in Philosophy
Individual and Community • Introduction to Philosophy • Marxist Philosophy • The Darwinian Revolution • Foundations of Philosophical Thought

Psychology

Psych E101
Introduction to Psychology
A general survey of selected content areas in psychology, including personality and human development, physiological psychology, learning, intelligence, heredity and environment, and motivation and emotion. (N)
Core Area: Social and Behavioral Sciences.

Downtown Center: S 8:30–11:00am, 3 Credits, Sched No 344454

Psych E200
Personality
Conceptions of human nature are examined in light of various theories of personality. This course focuses on the theories of Freud, Adler, Sullivan, Erikson, Kelly, ego psychologists, and other theorists presenting the behavioristic and humanistic perspectives. Among the topics to be addressed are personality structure and its development; stress and coping; neurotic styles; human motives and their measurement. (N)
Prerequisite: Psych E101.
Core Area: Social and Behavioral Sciences.

Downtown Center: S 11:15am–1:45pm, 3 Credits, Sched No 344658

Psych E215
Psychopathology
Etiology, dynamics, and treatment of psychopathology. (N)
Prerequisite: Psych E101.
Core Area: Social and Behavioral Sciences.

West Roxbury: W 6:30–9:00pm, 3 Credits, Sched No 344852

Psych E241
Infancy and Childhood Development
This course explores human development from infancy to middle childhood, i.e., from childbirth to ages seven or eight. Major emphasis will be placed on early perceptual, cognitive, social, and affective development, bearing the following questions in mind: How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role is played by the significant people in his or her life? (N)
Prerequisite: Psych E101.
Core Area: Social and Behavioral Sciences

Hingham: W 6:30–9:00pm, 3 Credits, Sched No 345052

Psych E242
Adolescence
This course is designed to acquaint students with psychological characteristics of adolescent development, theoretical approaches to adolescence, and experimental studies of the causes of a variety of behaviors during adolescence. The course will also focus upon major problems and characteristics of adolescents in modern society. (N)
Prerequisite: Psych E101.
Core Area: Social and Behavioral Sciences.

Braintree: M 6:30–9:00pm, 3 Credits, Sched No 345256

On-Campus Evening Courses in Psychology
Psychoanalysis and Man • Social Psychology • Learning and Memory • Physiological Psychology • Psychology of Substance Abuse • Psychological Testing

Career Enhancement Certificate

The Division of Continuing Education is developing a Career Enhancement Certificate to help you increase your effectiveness on the job and further develop your career opportunities. For more information, please see page 8.

Schedule of Off-Campus Courses by Location

Please note: any on-site registration session cancelled due to bad weather will be rescheduled exactly one week later.

Dept. Code, No. Title	Day(s), Time Credits, Lab Fee Schedule Number

McLean Hospital
115 Mill Street
Belmont, MA
(Please register by mail or phone only, using UMass/Boston address or phone number.)

Biol 108 Introduction to Nutrition	M 5:00–7:30pm 3 Credits 339750

Braintree High School
128 Town Road
Braintree, MA

On-site registration: September 2 & 4, 6:00–8:00pm

AF 210 Financial Accounting	Th 6:30–9:00pm 3 Credits 338801
AmSt C205 The Fifties	W 6:30–9:00pm 3 Credits 339302
Biol D111 General Biology I	MW 6:00–9:00pm 4 Credits, Lab Fee: $20.00 339506
Engl 101 Freshman English I	TuTh 6:30–7:45pm 3 Credits 340905
Engl C210 Introduction to Creative Writing	Th 6:30–9:00pm 3 Credits 340400
MGT 130 Introduction to Business	Tu 6:30–9:00pm 3 Credits 342606
Math D105 Introduction to Computer Concepts	M 6:20–9:10pm 3 Credits Special Course Fee: $235.00 341757
Math D110 Basic Algebra	M 6:20–9:10pm 3 Credits 341951
Phil E222 Moral Issues in Medicine	Tu 6:30–9:00pm 3 Credits 344250
Psych E242 Adolescence	M 6:30–9:00pm 3 Credits 345256
Sociol C140 Life Cycle	Th 6:30–9:00pm 3 Credits 345450
Span D106 Basic Spanish for Communication II	W 6:30–9:00pm 3 Credits 346252

Cambridge Hospital
1493 Cambridge Street
Cambridge, MA
(Please register by mail or phone only, using UMass/Boston address or phone number.)

Nurs 314 Pharmacology	Tu 6:30–9:00pm 3 Credits 343806

Hingham High School
41 Pleasant Street
Hingham, MA

On-site registration: September 10, 4:00–7:00pm

AF 211 Managerial Accounting	W 6:30–9:00pm 3 Credits 339001
Biol 108 Introduction to Nutrition	W 6:30–9:00pm 3 Credits 339700
Econ E101 Introductory Economics I	Tu 6:30–9:00pm 3 Credits 340206
Engl E215 Intermediate Composition	Tu 6:30–9:00pm 3 Credits 340604
Hist E265 American History I	M 6:30–9:00pm 3 Credits 341359
Math D130 Precalculus	Tu 6:20–9:10pm 3 Credits 342402
Music C111 Introduction to Music	Tu 6:30–9:00pm 3 Credits 342907
Psych E241 Infancy and Childhood Development	W 6:30–9:00pm 3 Credits 345052

West Roxbury High School
1205 VFW Parkway
West Roxbury, MA

On-site registration: September 3 & 4, 6:00–8:00pm

AF 210 Financial Accounting	Tu 6:30–9:00pm 3 Credits 338819
AF 211 Managerial Accounting	M 6:30–9:00pm 3 Credits 339051
Chem D107 Introduction to Chemistry I	TuTh 6:00–9:00pm 4 Credits, Lab Fee: $25.00 339954
Econ E101 Introductory Economics I	Th 6:30–9:00pm 3 Credits 340159
Engl 101 Freshman English I	MW 6:30–7:45pm 3 Credits 340858
Engl E215 Intermediate Composition	W 6:30–9:00pm 3 Credits 340654
Hist E266 American History II	Th 6:30–9:00pm 3 Credits 341553
MGT 130 Introduction to Business	M 6:30–9:00pm 3 Credits 342703
Math D110 Basic Algebra	Th 6:20–9:10pm 3 Credits 342004
Math D125 Introductory Statistics	Tu 6:20–9:10pm 3 Credits 342208
Music C111 Introduction to Music	W 6:30–9:00pm 3 Credits 342957
Nurs 201 Pathophysiology	W 6:30–9:00pm 3 Credits 343602
Phil C108 Moral and Social Problems	Tu 6:30–9:00pm 3 Credits 344056
Psych E215 Psychopathology	W 6:30–9:00pm 3 Credits 344852
Sociol E160 Social Problems	M 6:30–9:00pm 3 Credits 345654
Span D105 Basic Spanish for Communication I	Tu 6:30–9:00pm 3 Credits 346058

Saturday Courses in Downtown Boston

Dept. Code, No. Title	Day(s), Time Credits, Lab Fee Schedule Number

UMass/Boston Downtown Center
Arlington and Stuart Streets
(Park Square)
Boston, MA

On-site registration: September 6, 10:00am–12:00 noon

AF 210 Financial Accounting	S 8:30–11:00am 3 Credits 338754
AF 211 Managerial Accounting	S 11:15am–1:45pm 3 Credits 339108
Engl 101 Freshman English I	S 8:30–11:00am 3 Credits 340955
Engl 102 Freshman English II	S 11:15am–1:45pm 3 Credits 341155
MGT 130 Introduction to Business	S 8:30am–11:00am 3 Credits 342656
Phil C108 Moral and Social Problems	S 11:15am–1:45pm 3 Credits 344006
Psych E101 Introductory Psychology	S 8:30–11:00am 3 Credits 344454
Psych E200 Personality	S 11:15am–1:45pm 3 Credits 344658
Sociol E242 Family	S 11:15am–1:45pm 3 Credits 345858

Are you a registered nurse?

Many nurses take courses toward their BS degree in nursing through the Off-Campus Program. For more information, call Mary Lang-Crumlin at 956-1000.

Schedule of Courses by Day

Dept. Code, No. Title	Location Day(s), Time Credits, Lab Fee Schedule Number

Monday

AF 211 Managerial Accounting	West Roxbury M 6:30–9:00pm 3 Credits 339051
Biol D111 General Biology I	Braintree MW 6:00–9:00pm 4 Credits, Lab Fee: $20.00 339506
Biol 108 Introduction to Nutrition	McLean Hospital (Belmont) M 5:00–7:30pm 3 Credits 339750
Engl 101 Freshman English I	West Roxbury MW 6:30–7:45pm 3 Credits 340858
Hist E265 American History	Hingham M 6:30–9:00pm 3 Credits 341359
MGT 130 Introduction to Business	West Roxbury M 6:30–9:00pm 3 Credits 342703
Math D105 Introduction to Computer Concepts	Braintree M 6:20–9:10pm 3 Credits Special Course Fee: $235.00 341757
Math D110 Basic Algebra	Braintree M 6:20–9:10pm 3 Credits 341951
Psych E242 Adolescence	Braintree M 6:30–9:00pm 3 Credits 345256
Sociol E160 Social Problems	West Roxbury M 6:30–9:00pm 3 Credits 345654

Tuesday

AF 210 Financial Accounting	West Roxbury Tu 6:30–9:00pm 3 Credits 338819
Chem D107 Introduction to Chemistry I	West Roxbury TuTh 6:00–9:00pm 4 Credits, Lab Fee: $25.00 339954
Econ E101 Introductory Economics I	Hingham Tu 6:30–9:00pm 3 Credits 340206
Engl 101 Freshman English I	Braintree TuTh 6:30–7:45pm 3 Credits 340905
Engl E215 Intermediate Composition	Hingham Tu 6:30–9:00pm 3 Credits 340604
MGT 130 Introduction to Business	Braintree Tu 6:30–9:00pm 3 Credits 342606
Math D125 Introductory Statistics	West Roxbury Tu 6:20–9:10pm 3 Credits 342208
Math D130 Precalculus	Hingham Tu 6:20–9:10pm 3 Credits 342402
Music C111 Introduction to Music	Hingham Tu 6:30–9:00pm 3 Credits 342907
Nurs 314 Pharmacology	Cambridge Hospital Tu 6:30–9:00pm 3 Credits 343806
Phil C108 Moral and Social Problems	West Roxbury Tu 6:30–9:00pm 3 Credits 344056
Phil E222 Moral Issues in Medicine	Braintree Tu 6:30–9:00pm 3 Credits 344250
Span D105 Basic Spanish for Communication I	West Roxbury Tu 6:30–9:00pm 3 Credits 346058

Wednesday

AF 211 Managerial Accounting	Hingham W 6:30–9:00pm 3 Credits 339001
AmSt C205 The Fifties	Braintree W 6:30–9:00pm 3 Credits 339302
Biol D111 General Biology I	Braintree MW 6:00–9:00pm 4 Credits, Lab Fee: $20.00 339506
Biol 108 Introduction to Nutrition	Hingham W 6:30–9:00pm 3 Credits 339700
Engl 101 Freshman English I	West Roxbury MW 6:30–7:45pm 3 Credits 340858
Engl E215 Intermediate Composition	West Roxbury W 6:30–9:00pm 3 Credits 340654
Music C111 Introduction to Music	West Roxbury W 6:30–9:00pm 3 Credits 342957
Nurs 201 Pathophysiology	West Roxbury W 6:30–9:00pm 3 Credits 343602
Psych E215 Psychopathology	West Roxbury W 6:30–9:00pm 3 Credits 344852
Psych E241 Infancy and Childhood Development	Hingham W 6:30–9:00pm 3 Credits 345052
Span D106 Basic Spanish for Communication II	Braintree W 6:30–9:00pm 3 Credits 346252

Thursday

AF 210 Financial Accounting	Braintree Th 6:30–9:00pm 3 Credits 338801
Chem D107 Introduction to Chemistry I	West Roxbury TuTh 6:00–9:00pm 4 Credits, Lab Fee: $25.00 339954
Econ E101 Introductory Economics I	West Roxbury Th 6:30–9:00pm 3 Credits 340159
Engl 101 Freshman English I	Braintree TuTh 6:30–7:45pm 3 Credits 340905
Engl C210 Introduction to Creative Writing	Braintree Th 6:30–9:00pm 3 Credits 340400
Hist E266 American History II	West Roxbury Th 6:30–9:00pm 3 Credits 341553
Math D110 Basic Algebra	West Roxbury Th 6:20–9:10pm 3 Credits 342004
Sociol C140 Life Cycle	Braintree Th 6:30–9:00pm 3 Credits 345450

Saturday

AF 210 Financial Accounting	Downtown Center S 8:30–11:00am 3 Credits 338754
AF 211 Managerial Accounting	Downtown Center S 11:15am–1:45pm 3 Credits 339108
Engl 101 Freshman English I	Downtown Center S 8:30–11:00am 3 Credits 340955
Engl 102 Freshman English II	Downtown Center S 11:15am–1:45pm 3 Credits 341155
MGT 130 Introduction to Business	Downtown Center S 8:30–11:00am 3 Credits 342656
Phil C108 Moral and Social Problems	Downtown Center S 11:15am–1:45pm 3 Credits 344006
Psych E101 Introductory Psychology	Downtown Center S 8:30–11:00am 3 Credits 344454
Psych E200 Personality	Downtown Center S 11:15am–1:45pm 3 Credits 344658
Sociol E242 Family	Downtown Center S 11:15am–1:45pm 3 Credits 345858

For more information. . .

If you have questions about the University, the Division of Continuing Education, career or academic planning, call Mary Lang-Crumlin at 956-1000.

Career Enhancement Certificate

Career Enhancement Certificate

The Division of Continuing Education's new Career Enhancement Certificate (CEC) is for those seeking to increase their effectiveness on the job and further develop their career opportunities. The CEC helps enable participants to broaden their perceptions of the complexities of organizational life, to recognize the interdependence of economic and social decisions, and to sharpen their communication skills. Practical applications at the workplace receive special attention.

Eligibility:
The CEC program is open to all individuals with a high school diploma or its equivalent who have completed English 101, have qualified for Math D110 by taking UMass/Boston's Math Diagnostic test, and who are currently non-matriculated students at the University of Massachusetts at Boston.

Requirements:
The CEC consists of a minimum of twenty-seven credit hours of required courses. Students with previous college credits that include one or more of the CEC's required courses may substitute up to four courses from a group of acceptable electives. In all cases, students are expected to complete twenty-seven credit hours of required or elective courses, in order to receive the certificate.

Admission:
Students wishing to participate in the CEC Program should apply for admission during the semester in which they first begin to take CEC-related courses. Credit may also be allowed for up to four CEC-related courses taken prior to application. Applications and complete information about the Career Enhancement Certificate Program can be obtained from Mary E. Lang-Crumlin at the Division of Continuing Education's Downtown Office (telephone 956-1000). Advisors are also available at specified times during the fall and spring semesters at Braintree and West Roxbury High Schools.

Instructional Sites:
The entire sequence of CEC courses is scheduled on a rotating basis at the Division of Continuing Education's Braintree and West Roxbury off-campus sites. Some, but not all, courses from the sequence are also available at other off-campus sites. Students may also take applicable courses in the fall, spring, and summer terms during the day or evening at the Harbor Campus.

Courses Leading to the Career Enhancement Certificate
Prerequisites: Math D110 testing level and Engl 101.

Semester I
MGT 130 Introduction to Business
Math D110 Basic Algebra

Semester II
Econ E101 Introduction to Economics I
Engl 102 Freshman English II

Semester III
AF 210 Financial Accounting
Engl 106 Oral Communication

Semester IV
AF 211 Managerial Accounting
Engl E215 Intermediate Composition

Semester V
MS 110 Introduction to Computers in Management

Electives:
A student who has already completed one or more of the courses listed above may select up to four other courses as substitutes, to be chosen in consultation with an advisor from the Division of Continuing Education.

The Center for Occupational Education

The Center for Occupational Education

UMass/Boston's Center for Occupational Education provides high quality instruction to those seeking state approval as vocational instructors and/or vocational instructors of students with special needs, as well as courses for regular classroom teachers, special educators, and vocational instructors seeking additional certification as industrial arts teachers. The Center also sponsors courses on special topics for occupational educators, school systems, industry, and labor.

The fall semester for Center-sponsored classes runs from the week of September 15 through the week of December 15 and observes the holiday schedule of the school systems where the classes are given. Registration in advance by mail, with the form in this publication, is strongly advised. Registration after the first class session is subject to a $20.00 late fee. No registrations will be accepted after the second class meeting.

For further information about courses or programs offered through the Center for Occupational Education, please call or write:

University of Massachusetts at Boston
Division of Continuing Education
Downtown Center
Boston, MA 02125-3393
(617) 956-1000

Courses Leading to Vocational Approval

These courses are open only to persons holding provisional approval and seeking full approval as vocational instructors from the Division of Occupational Education of the Massachusetts Department of Education.

OccEd 201
Fundamentals of Occupational Education
This course is designed to provide provisionally approved vocational education teachers with a knowledge of the historical and philosophical foundations of vocational education and the content of federal and state laws pertaining to vocational education, and with the skills necessary to conduct occupational analysis, carry on a VICA program, and obtain assistance from local support groups and advisory committees. It is the first of six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly—North Shore Regional Technical High School:
M 5:00–7:30pm, 3 Credits, Sched No 346919
Hanover—South Shore Regional Technical High School:
Tu 5:00–7:30pm, 3 Credits, Sched No 346935
Watertown High School: W 5:00–7:30pm, 3 Credits, Sched No 346927

OccEd 202
Management of the Vocational Education Environment
This course is designed to train provisionally approved vocational educators in the theory and practice of effective classroom/laboratory management in a vocational setting. Instructional organization, shop organization, safety, first aid, and student management will receive special emphasis. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.
Prerequisite: OccEd 201.

Beverly—North Shore Regional Vocational High School:
M 7:30–10:00pm, 3 Credits, Sched No 347127
Hanover—South Shore Regional Vocational High School:
Tu 7:30–10:00pm, 3 Credits, Sched No 347143
Watertown High School: W 7:30–10:00pm, 3 Credits, Sched No 347135

OccEd 203
Teaching Methods in Vocational Education I
This is the first of a two-course sequence dealing with the methods of teaching vocational education. In the two-course sequence students will develop competencies in four major areas of teaching: 1) contemporary theories and principles of learning; 2) instructional preparation; 3) teaching methods and techniques; 4) evaluating student growth and effectiveness. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly—North Shore Regional Vocational High School:
Tu 5:00–7:30pm, 3 Credits, Sched No 347761
Hanover—South Shore Regional Vocational High School:
Th 5:00–7:30pm, 3 Credits, Sched No 347779
Medford Vocational High School: Tu 5:00–7:30pm, 3 Credits, Sched No 347787

OccEd 204
Teaching Methods in Vocational Education II
A continuation of OccEd 203.

Beverly—North Shore Regional Vocational High School:
Tu 7:30–10:00pm, 3 Credits, Sched No 347923
Hanover—South Shore Regional Vocational High School:
Th 7:30–10:00pm, 3 Credits, Sched No 347931
Medford Vocational High School: Tu 7:30–10:00pm, 3 Credits, Sched No 347949

OccEd 205
Curriculum Development in Occupational Education
This course is designed to help the student develop and implement competency-based vocational education materials and procedures, including a program task list and a program advisory committee. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Beverly—North Shore Regional Vocational High School:
W 5:00–7:30pm, 3 Credits, Sched No 348068
Hanover—South Shore Regional Vocational High School:
M 5:00–7:30pm, 3 Credits, Sched No 348076
Medford Vocational High School: M 5:00–7:30pm, 3 Credits, Sched No 348084

OccEd 206
Supervised Internship
The supervised internship allows students to demonstrate theoretical and methodological knowledge in classroom and laboratory settings. The student will demonstrate his or her teaching skills under the guidance of a master teacher and will be monitored by his or her college instructor. This course is open only to students who have satisfactorily completed OccEd 201–205. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Bourne—Upper Cape Cod Regional Vocational High School:
W 7:30–10:00pm, 3 Credits, Sched No 348270
Hanover—South Shore Regional Vocational High School:
Tu 7:30–10:00pm, 3 Credits, Sched No 348262

Courses Leading to Industrial Arts Certification

These courses are open only to persons holding Massachusetts educational certification and seeking additional certification as industrial arts teachers.

IndArt 230
Electronics I
Introduction to basic AC DC circuit theory. Topics included are resistors, parallel series combinations, voltage generation and sources, Ohm's Law, equivalent circuits, electromagnetic principles, measuring techniques and instruments, inductors, capacitors, R-C time constants, average and RMS values of sine waves, AC circuit analysis, and resonance circuits. The course also includes laboratory experiments to reinforce theoretical concepts, and some electronic circuit assembly.
Prerequisite: IndArt 210.

Canton—Blue Hills Regional Vocational High School:
W 6:30–9:00pm, 3 Credits, Sched No 341595

IndArts 262
Small Engines
A comprehensive hands-on course covering all aspects of small engine mechanics. Focus is on the theory of small engine mechanics and on tactile skills. Engine types emphasized will be two and four cylinder stroke cycle engines, air and liquid cooled, and gasoline and diesel engines, horsepower range 2–100.
Prerequisite: IndArt 210.

Boston—Hubert Humphrey Occupational Resource Center:
W 3:00–5:30pm, 3 Credits, Sched No 341618

Courses Leading to Approval for Vocational Instructors of Students with Special Needs

These courses are open only to persons holding full vocational approval or educational certification from the Massachusetts Department of Education who are seeking approval as vocational instructors of students with special needs.

The following vocational special needs approval courses will be offered at selected locations in eastern Massachusetts during the fall 1986 semester:

- OccEd 502 Vocational Education Programming for Special Needs Students
- OccEd 520 Career/Vocational Assessment and Evaluation for Special Needs Students
- OccEd 534 Instructional Strategies and Programming for Special Needs Students
- OccEd 510 Seminar in Vocational Education for Special Needs Students
- OccEd 598 Practicum in Vocational Special Needs Education I
- OccEd 599 Practicum in Vocational Special Needs Education II

The specific locations will be in school systems centrally located in the northern, southern, and western sections of eastern Massachusetts.

For further information please call or write:
Sumner Rotman, Coordinator of Program Services
Center for Occupational Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1000

Register Early!

Early registration helps assure that the course you want will be available when you need it. Why not mail or telephone your course selection now? See page 11 for details.

American Sign Language

This course introduces beginners to American Sign Language (ASL), the primary language used by American Deaf people. Students will acquire a sign vocabulary, an understanding of basic grammar, and an introduction to Deaf culture. Class sessions will develop expressive and receptive skills. The ability to communicate using ASL can be valuable to people who work with the public, to health care professionals, and to relatives and friends of Deaf individuals.

Sept 23–Dec 2, TuTh 2:30–4:30pm, Sched No 20650–41, Fee: $75.00

Graduate Test Preparation Courses

Developed in conjunction with the Office of Career Services, these review courses provide intensive classroom sessions covering all sections of each exam. Each course provides extensive exam practice including a full-length practice test given under exam conditions. The courses have been scheduled in advance of the dates of tests for which students are preparing.

Review for the Graduate Record Examination (GRE)

Sept 16–Oct 9, TuWTh 6:00–9:00pm, Sched No 10000-41, Fee: $145.00

Nov 12–Dec 10, TuWTh 6:00–9:00pm, Sched No 10000-42, Fee: $145.00

Review for the Graduate Management Admission Test (GMAT)

Sept 16–Oct 9, TuWTh 6:00–9:00pm, Sched No 10002-41, Fee: $145.00

Review for the Law School Admission Test (LSAT)

Aug 19–Sept 25, TuTh 6:00–9:00pm, Sched No 10001-41, Fee: $145.00

Oct 23–Dec 4, TuTh 6:00–9:00pm, Sched No 10001-42, Fee: $145.00

SAT preparation courses are also being organized by UMass/Boston, at local high schools. Call 929-7900 for further information.

Graduate Study in Library and Information Studies University of Rhode Island Courses

By arrangement with the Graduate School of Library and Information Studies of the University of Rhode Island, UMass/Boston's Division of Continuing Education offers courses each semester that meet the requirements for a University of Rhode Island Master's degree in Library and Information Studies (MLIS). The Graduate School of Library and Information Studies has the full support of the University of Rhode Island as it seeks ALA accreditation.

The MLIS degree requires 36 hours of credit, of which 21 hours may be completed in Boston. 15 hours must be completed at the University of Rhode Island's Kingston campus. To be eligible for the degree program, students must possess a bachelor's degree from an accredited college or university and must have achieved an average of B or better. It is not necessary to be enrolled in the degree program to receive credit for the courses, although a bachelor's degree is still required. Students who wish to be admitted to the degree program should apply before completing 12 credits in courses taken at the University of Massachusetts in Boston.

Persons wishing further information about the degree program and application procedures should call or write the Regional Coordinator, Graduate School of Library and Information Studies, University of Rhode Island, Rodman Hall, Kingston, R.I. 02881, telephone (401) 792-2878 or 2947.

The courses offered at UMass/Boston's Harbor Campus are:

LSC 501
Foundations of Libraries and Information Science

Overview of the field covering the language and literature of librarianship; the history and function of libraries; the nature of various types of libraries, professions, operations, and the new technologies.

Sept 4–Dec 18, Th 5:00–8:00pm, Harbor Campus, 3 University of Rhode Island Credits, Sched No 50501-41,

LSC 506
Technical Services

Principles and policies employed in the acquisition, organization, conservation, and circulation of books and nonbook materials in libraries of various types. Includes examination of automation of library processes.

Sept 8–Dec 22, M 6:00–8:30pm, Harbor Campus, 3 University of Rhode Island Credits, Sched No 50506-41

The fee for each course is $326.00. To register, please use the *non-credit* registration form in this bulletin. For further information about the library and information studies courses offered in Boston, please contact:

University of Massachusetts at Boston
Division of Continuing Education
Harbor Campus Office
Boston, MA 02125-3393
929-7900

Emergency Service Training

Basic and Advanced Courses for EMT's

The Emergency Medical Technician (EMT) plays an important role in the emergency medical service system by providing pre-hospital care to victims of sudden illness or injury. UMass/Boston's EMT training course fulfills state requirements for entrance to the state certification examination. Lectures are given by leading specialists in emergency care. In-hospital experience takes place at a trauma center, under the supervision of physicians and nurses. The emphasis throughout the course is on skill development—extensive practice is designed to increase psychomotor skills while reinforcing knowledge gained through assigned readings. Course participants use the latest equipment in our simulated ambulance laboratories and have the benefit of close instructor supervision and videotape analysis of group practice sessions.

Certified EMT's will also find a number of conveniently scheduled advanced courses for their required refresher training and their continuing medical education. All these courses combine lecture, discussion, and extensive practice sessions in simulated emergency situations. EMT's registered for any of these courses can utilize all equipment and practice materials both in and out of class.

Emergency Medical Technician—Basic Training

Sept 15–Dec 4, MTuTh 6:00–9:00pm, Sched No 37210-41, Course Fee: $335.00

Emergency Medical Technician—Ambulance Refresher Course

Oct 14–Oct 30, TuTh 6:00–10:00pm, Sched No 37230-41
Nov 5–Nov 24, MW 6:00–10:00pm, Sched No 37230-42
Nov 14, F 6:00–10:00pm & Nov 15–Nov 16, SatSun 8:00am–5:00pm, Sched No 37230-43
Dec 8–Dec 18, MTuTh 6:00–10:00pm, Sched No 37230-44
Course Fee: $50.00

Water Rescue

Nov 22–Nov 23, SatSun 8:00am–4:30pm, Sched No 37320-41, 10 CEU's
Course Fee: $45.00

Basic Cardiac Life Support During Transportation

Oct 27–Oct 29, MW 6:00–9:30pm & Nov 1, Sat 8:00am–4:30pm, Sched No 37340-41, 10 CEU's
Dec 18–Dec 19, ThF 6:00–9:30pm & Dec 20, Sat 8:00am–4:30pm, Sched No 37340-42, 10 CEU's
Course Fee: $45.00

Emergency Vehicle Operation

Dec 2–Dec 18, TuTh 6:30–9:30pm & Dec 13–Dec 14, SatSun 8:00am–4:30pm, Sched No 37310-41, 28 CEU's,
Course Fee: $165.00

Crisis Management: De-Escalation Techniques

Oct 18–Oct 25, Sat 9:00am–4:00pm, Sched No 37120-41, 12 CEU's
Dec 20–Dec 21, SatSun 9:00am–4:00pm, Sched No 37120-42, 12 CEU's
Course Fee: $30.00

EMT Dispatcher

Oct 15–Oct 22, MW 6:30–9:30pm, Sched No 37300-41, 9 CEU's
Nov 12–Nov 19, MW 6:30–9:30pm, Sched No 37300-42, 9 CEU's,
Course Fee: $50.00

Defensive Driving

Nov 3–Nov 5, MW 6:00–10:00pm, Sched No 37140-41, 8 CEU's
Dec 17–Dec 19, TuTh 6:00–10:00pm, Sched No 37140-42, 8 CEU's
Course Fee: $20.00

Alcoholism/Chemical Dependency Treatment Services: A Professional Development Sequence

The Alcoholism/Chemical Dependency Treatment Services Program is designed for those working or interested in working in the treatment of alcoholism/chemical dependency. Participants will:

- acquire classroom and field experience in the various approaches to treating alcoholism/chemical dependency;
- become familiar with the management and operation of alcoholism/chemical dependency rehabilitation and detoxification centers;
- learn how to assess community needs and to act as leaders in alcoholism/chemical dependency treatment services and administration.

The program consists of five required courses and a required practicum (including a required pre-practicum workshop). Each course carries 3 Continuing Education Units (CEU's); the practicum carries 10 CEU's. Each participant completing the program will receive a certificate.

Psychopharmacology

Prerequisite: Permission of program director.
Sept 22–Dec 22, Tu 7:30–9:30pm, Sched No 96569-41, 3 CEU's, Fee: $180.00

Family Alcoholism and Chemical Dependency Treatment

Prerequisite: Permission of program director.
Sept 22–Dec 22, Tu 5:00–7:30pm, Sched No 96565-41, 3 CEU's, Fee: $180.00

The Use of Alcohol and Other Drugs in Society

Prerequisite: Permission of program director.
Sept 20–Dec 20, S 11:00am–1:00pm, Sched No 96550-41, 3 CEU's, Fee: $180.00

Counseling the Alcoholic and Other Chemically Dependent Persons

Prerequisite: Permission of program director.
Sept 20–Dec 20, S 1:00–3:00pm, Sched No 96551-41, 3 CEU's, Fee: $180.00

Organization and Administration of Substance Abuse Treatment Facilities

Prerequisite: Permission of program director.
Sept 20–Dec 20, S 9:00–11:00am, Sched No 96552-41, 3 CEU's, Fee: $180.00

Pre-Practicum Workshop

Prerequisite: Permission of program director.
By arrgt. with program director, Sched No 96549-41, 2 CEU's, Fee: $200.00

Practicum in Alcoholism/Chemical Dependency Rehabilitation

Prerequisite: Permission of program director.
By arrgt. with program director, First meeting: Saturday, September 20, 9:00am. Sched No 96561-41, Fee: $600.00

All persons wishing to register for courses offered through the Alcoholism/Chemical Dependency Treatment Service program must obtain the prior approval of Dr. Jack Shea, Program Director. Further information about registration requirements or about any other aspect of the program is available from:

Alcoholism/Chemical Dependency Treatment Services
Division of Continuing Education
University of Massachusetts at Boston
Downtown Center
Boston, MA 02125-3393
(617) 956-1000

The Auditor's Institute

Established by State Auditor John J. Finnegan and co-sponsored by the Division of Continuing Education and the Massachusetts State Auditor's Office, the Institute is committed to providing persons interested in governmental and associated private-sector operations with the tools needed to promote the sound and efficient management of public resources.

The initial programs offered by the Institute have been created to help remedy financial and managerial weaknesses, as identified by the State Auditor, in the purchase-of-service system used by the Commonwealth.

The Institute's management development course is designed to meet the specific needs of administrators of government human service agencies, principals and members of vendor organizations, and supervisory level auditors. The course will help participating managers to:

- acquire the skills for administering an accounting function in accordance with generally accepted standards and with the State Comptroller's requirements;
- improve their ability to manage contracts;
- understand auditing concepts and procedures;
- make better use of automated systems as these systems relate to the audit process.

This summer the Institute is offering the management development course in a special residential setting at the Massachusetts Maritime Academy in Buzzard's Bay on Cape Cod. The course will meet Monday through Friday, 9:00am–4:30pm, August 18–22.

During the fall, the Institute will offer sections of the course in Boston and Brockton following the regular five week schedule.

Additionally, the Institute will offer a series of topical seminars addressing identified concerns and weaknesses in government management. Through appropriate training, the seminars will offer participants the means to greater efficiency and effectiveness in government.

The Institute welcomes requests for further information concerning its programs as well as suggestions for new offerings. Further information about the Auditor's Institute is available from:

Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393
(617) 929-7900

Save time!

Register now by mail or telephone.
See page 11 for details.

Nationwide Teleconferences

The Division of Continuing Education, through the Office of Educational Telecommunication, offers video and audio teleconferences as part of the National University Teleconference Network. Nearly sixty universities throughout the United States have formed this independent, first-of-its-kind network, to build a telecommunications system. The network removes geographic and financial restraints that have previously limited information-sharing among universities, professionals, and the general public.

The teleconferences are held at UMass/Boston's Harbor Campus. Individual programs vary in length from three to six hours. The transmitted segment of each teleconference presents national and international experts who address the subject of the teleconference and answer questions from participants in a twoway, interactive mode. Boston area experts are present in the meeting room for further discussion of national issues and their regional implications.

To obtain detailed information about individual teleconferences, please contact:

Ms. Kathleen FitzPatrick
Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393
(617) 929-7900

How to Start and Operate a Successful Small Business

This course presents a practical overview of the factors involved in starting and managing a small business. Special attention will be given to legal and financial considerations, to bookkeeping, and to marketing. This course is a must for individuals who contemplate operating their own business, or who have recently established a business and are finding that they need guidance.

Sept 23–Oct 21, Tu 7:00–9:30pm, Sched No 20970-41, Fee: $49.00

Developing Selling Skills

Although it can take a long time before the inexperienced sales person becomes highly productive, it is nevertheless important to be professional from the outset in developing clients and in keeping them satisfied with high-quality products and service. This workshop will introduce the new sales person to ways of becoming productive quickly. It includes the fundamentals of the sales process and exercises for practicing them. Participants will gain sales confidence while implementing these concepts and skills. Major phases of the sales process and problems associated with being a new sales person are addressed:

- the sales process
- prospecting
- opening
- discovering the client's needs
- solving problems
- presenting and closing
- following up for quality service and for establishing trust
- handling objections
- managing time and territory

This workshop is designed for inexperienced sales people who would like to master the fundamentals of selling. Limited to 20 participants.
Oct 1–2, WTh 6:30–9:30pm, Sched No 20950-41, Fee: $65.00

Environmental Data Analysis for Decision-Makers

Regulatory board members are often responsible for making recommendations and decisions on issues involving highly specialized information. But even when consultants are available to discuss technical data bearing on regulatory actions, decision-makers may lack the background they need in order to make the most effective use of the data.

This practical course will provide appropriate background for board members who must evaluate and act upon consultants' recommendations and make informed decisions on environmental issues. The instructors are acknowledged experts in geological, ecological, and environmental fields who have also had extensive experience in serving on or dealing with regulatory boards.

For further information, please call 929-7900.

Get that Job! Success in Employment Interviewing

Following a discussion of different kinds of job interviews and of what makes a successful interview, participants will be given strategies for dealing with the unprepared interviewer, the closed question interview, the open-ended interview, adn the stress interview. This program combines video segments received live via satellite with on-site presentations by a local panel of experts.

Oct 30, Th 6:30–10:00pm. For further information, please call 929-7900.

Registration Form Non-credit Courses

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security # ___ – ___ – ___ Date ___

Name ___
Last First Middle Initial

Address ___
No. Street City State Zip

Daytime Phone: ( ) **Date of Birth** ___
Mo. Day Year

Course Selections

Sched. No.	Start Date	Title	Fee

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested.

Account No

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Note: when you use this form to register by mail, your cancelled checks will be your receipt. To register using company/agency purchase order, please call (617) 929-7933 between 9:00am and 5:00pm, Monday through Friday

Payment $

Late Fee (if applicable) $20.00

Total Payment Enclosed $

Full payment must accompany all registrations.

Method of Payment

O VISA O MasterCard

O Check O Other

Make checks payable to University of Massachusetts—Continuing Education

Send checks and forms to:
Division of Continuing Education
Box NC
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

For Office Use

Rec'd Date:

Batch: Bank No.:

For Office Use

How to Register

For your convenience, registration for the Division of Continuing Education's non-credit special programs is conducted primarily by mail or telephone. To register by mail, use the form on this page. To register by telephone, you must charge fees to a MasterCard or VISA account. The number to call is 929-7933. To avoid paying a $20.00 late fee, you must register at least one week prior to the course starting date.

Students who would rather register in person may do so at the Division of Continuing Education's offices at either the Harbor Campus (Wheatley Hall, 2nd Floor, Room 203) or the Downtown Center (11th Floor, Room 1122) during the following times: M-Th, 9:00am–5:00pm; F, 9:00am-4:00pm (Please note that cash payments can be accepted only at the Bursar's Office at the Harbor Campus (Administration Building, 2nd Floor; M-F, 9:00am–3:30pm).

No matter how you register, you will receive written confirmation of your registration about a week before your course or program begins.

If you have further questions, call us at 929-7900.

Do you need extra help?

Small study groups are available at the Harbor Campus for continuing education students enrolled in certain credit courses at campus or off-campus sites. Call Mary Lang-Crumlin at 956-1000 for further information.

About Credit Courses

Undergraduate courses offered through the Division of Continuing Education are open to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere; 2) students matriculated at other institutions who will use UMass/Boston credits to meet degree requirements at their home institutions; and 3) matriculated UMass/Boston students who may take Continuing Education courses to meet University requirements. All Continuing Education courses carrying credit are equivalent in content and method of instruction to other credit courses offered by the University.

Students who have graduated from high school or who have earned high school equivalency certificates are invited to begin or continue taking courses through the Division of Continuing Education. College-bound high school juniors and seniors interested in beginning their college educations may also enroll in Continuing Education courses.

The University assumes that students registering for undergraduate courses will accurately assess their ability to do college-level work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses.

Courses in the College of Arts and Sciences marked with the prefixes "C," "D," and "E" belong to the Core Curriculum. They emphasize intensive work in all disciplines, and are designed to help students develop and strengthen such abilities as expository writing, critical thinking, and mathematical reasoning. Core courses meet specific requirements for degree-seeking students (though they are also open to non-degree-seeking students). Some of these requirements for students who matriculated before the fall of 1985 are different from the requirements for students who have matriculated since that date. To insure that they take core courses appropriate to their specific requirements, all CAS matriculated students must pick up advising materials concerning the Core Curriculum (including the Writing Proficiency Requirement) *prior* to registration, at the College's Office of Academic Support and Advising (M/3/625, 929-8220). Prospective UMass/Boston students are advised to consult the UMass/Boston *Undergraduate Catalog* for further information about the core curriculum and other degree requirements. General information about UMass/Boston degree programs is available from the New Student Information Office at 929-8600.

For adults considering return to college the Admissions Office offers informational seminars every Wednesday at the Downtown Center. For information about these seminars, call the Admissions Office (929-8000).

Courses listed under the heading "Occupational Education" or "Industrial Arts" are open only to those persons seeking Massachusetts Department of Education approval or certification.

If a student's ultimate goal is to obtain a UMass/Boston degree, it is to the student's advantage to apply for formal admission (matriculation) as early as possible. Most part-time students matriculate after having completed their first two or three courses. Matriculated students are assured that their degree requirements will not be affected by subsequent changes in the University's curriculum; consequently they find it easier to plan schedules including courses that meet their individual requirements. Matriculated students may also change from one degree program to another, and may proceed toward the degree at their own pace.

Registration Procedures for Credit Courses

Registration in advance by mail or telephone is the preferred method for enrolling in continuing education classes. The Division of Continuing Education must cancel classes which do not generate sufficient income to pay faculty salaries and overhead expenses. Early registrations enable the Division to determine whether sufficient interest exists to keep an underenrolled course open past the registration deadline.

Registration by Mail

To register by mail for a course or courses offered at any UMass/Boston location, fill out the registration form included in this bulletin and send the form to:

Division of Continuing Education
Box C
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125-3393

Registrations will be accepted on the basis of available space. Full payment must accompany the registration form (see "Fees and Payments").

Registration by Telephone

Students wishing to pay course and service fees by using MasterCard or VISA may register by telephone. To register by telephone for a course or courses offered at any UMass/Boston location, simply call 929-7933. Verification of your registration will be sent to you.

Note: Unfortunately, telephone registration is available only to students wishing to pay course and service fees by using MasterCard or VISA.

Walk-In Registration

Students who would rather register in person may do so at each off-campus UMass/Boston location on the dates and at the times listed in the course schedule. Walk-in registration will take place at the Continuing Education Office at the Harbor Campus (Wheatley Hall, 2nd Floor, Room 203) during the following times:

M–Th 9:00am–5:00pm, F, 9:00am–4:00pm

Adding and Dropping Courses

Any student may add or drop courses without penalty before the Add/Drop deadline (see "Academic Calendar" on page 2).

Withdrawing from Courses

Any student withdrawing from a course after the Add/Drop deadline (see "Academic Calendar") will receive a grade of "W" for that course. Withdrawal forms are available at the Continuing Education Office. Failure to submit a withdrawal form before 4:00pm on the last day of the withdrawal period will result in a grade of "F." Withdrawal from a course does not reduce the amount owed except as described in "Refunds" under "Fees and Payments."

Cancellations

The Division of Continuing Education program is supported by student course fees. No state funding is available to help the Division of Continuing Education pay faculty salaries and meet overhead expenses. The Division must therefore cancel underenrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be underenrolled. The Division makes every effort to offer courses in which there is clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meeting of those courses. However, *students are encouraged to register early.* There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period.

Any student who has registered for a course that is cancelled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a cancelled course and does not wish to register for another course in its place. If all courses for which the student has registered are cancelled, service fees will also be refunded.

Late Registration

Late registration will take place at each UMass/Boston location, on or off campus, during the periods listed in the Academic Calendar. Students registering during these periods must pay a $20.00 late registration fee.

Further Information

For further information about Continuing Education courses, please call 956-1000.

Auditing

The auditing of certain courses may be possible with the permission of the department and the instructor. The auditing fee will be the same as the course fee. A student's decision to audit a course or take it for credit is final, and not reversible. Inquiries concerning the auditing of courses should be directed to the Division of Continuing Education Office, 929-7900.

Register early!

Early registration helps assure that the course you want will be available when you need it. Why not mail or telephone your course selection now?

Fees and Payments: General Information

Course and Service Fees

Undergraduate Course Fee	$54.00 per credit
Registration Fee	$10.00
Educational Service Fee	$ 5.00
Late Registration Fee (when applicable)	$20.00
Bad Check Fee (when applicable)	$20.00

Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the Add/Drop deadline of the session for which payment is intended. Students may use the following methods to make payment:

Check:
Please make checks payable to the University of Massachusetts—Continuing Education.

A payment of course and service fees made with an unacceptable check will result in administrative withdrawal, an additional bad check fee of $20.00, and referral to a collection agency, which may result in liability for the payment of a collection fee.

MasterCard or VISA:
The University of Massachusetts at Boston will accept payment by MasterCard or VISA for all course and service fees. *The minimum acceptable MasterCard or VISA payment is $25.00.* Please fill out the appropriate section of the registration form when registering by mail.

Cash:
Cash payments must be made at the Bursar's Office at the Harbor Campus only. (Administration Building, 2nd Floor; M–F, 9:00am–3:30pm.) The Bursar's Office will give you a receipt, which you must submit with your registration form.

Note: Cash payments will not be accepted at any other location.

Course Fee Waiver and Remission Policy

The Division of Continuing Education will honor *course fee* waivers and remission of *course fees* for those persons meeting the eligibility requirements described below, providing the courses they wish to take are adequately supported by fees from paying students, and providing space is available in these courses. Credit course fee waivers and remission of credit course fees apply only at the standard rate of $54.00 per undergraduate credit and $67.50 per graduate credit. Thus, in the case of a credit course with extraordinary costs necessitating a higher than standard course fee, course fee waivers and remission will be granted for only the amount of the standard course fee. *Registration fees, service fees, and other mandatory fees, except in the case of senior citizens, must be paid in full.* Anyone wishing to apply for course fee waivers or remissions must do so when registering for courses: *the policy is not retroactive.* See the academic calendar for appropriate registration times. Vietnam-era veterans are eligible for *course fee* waivers under the following conditions:

1. They must be matriculated in a program leading to a degree or certificate.
2. They must not have used their *course fee* waiver for more than 130 credits.
3. If they did not enter service while residing in the Commonwealth of Massachusetts, they must file an affidavit under oath attesting to their having resided in the Commonwealth for two consecutive years immediately preceding enrollment.
4. They must have their registration form approved by UMass/Boston's Veterans' Affairs Office.

Senior citizens are eligible for a *waiver of all fees* upon submission of a notarized Senior Citizen Affidavit at the time of registration.

Full-time state employees are eligible for a 50% *course fee* remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time state employees are eligible for a 25% course fee remission).

Full-time employees of public higher education, their spouses, and their dependent children are eligible for a 50% *course fee* remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration (part-time employees of public higher education, their spouses, and their dependent children are eligible for a 25% course fee remission). The Division of Continuing Education cannot honor vouchers issued to cooperating practitioners by the state-funded programs of the University of Massachusetts at Amherst, Boston, or Worcester.

Lab Fees

Lab fees must be paid for certain courses, as indicated in the schedule listings. The amounts of fees appear under schedule numbers for those courses requiring fees. The lab fee for each course must be paid at the time of registration.

Payment by Outside Agencies

If the student's charges are to be paid by an outside agency, a payment authorization from that agency must accompany his or her registration if one is not on file in the Bursar's Office. Students are reminded that they are liable for all course and service fees in the event that the sponsoring agency does not provide payment.

Refunds

A student who withdraws from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. Students withdrawing from either credit or non-credit courses must file a valid withdrawal form with the Continuing Education Office.

For courses scheduled for ten or more class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	90% Refund
Withdrawal before the third class meeting	50% Refund
Withdrawal after the third class meeting	No Refund

For courses scheduled for 6–9 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	80% Refund
Withdrawal after the second class meeting	No Refund

For courses scheduled for 1–5 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal after the first class meeting	No Refund

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has cancelled the course, *the student must initiate the refund procedure* by notifying the Continuing Education Office. Refunds will not be processed until after the Add/Drop period.

The amounts of all refunds are computed on the basis of withdrawal dates established by the Office of Registration and Records.

If a student has made a payment with MasterCard or VISA, the refund must be returned as a credit to the student's MasterCard or VISA account.

Unless a course has been cancelled by the University, the $10 registration fee is not refundable.

Please allow six to eight weeks for the processing of any refund.

Student I.D. Cards

All on-campus students are required to carry I.D. cards. Continuing Education students not paying University student service fees may obtain special I.D. cards for the use of on-campus libraries. These I.D. cards do not entitle the bearer to the use of athletic facilities, health services, or student activities that require the payment of additional fees. From September 2 to September 26, cards may be obtained at the Harbor Campus through the I.D. Office (Wheatley Hall, 4th Floor, Room 118) during the following hours: Monday through Thursday, 10:00am–1:00pm; 2:00–4:30pm; 5:00–7:00pm; Friday, 10:00am–1:00pm; 2:00–4:00pm. During the rest of the semester, the hours are: Monday through Thursday, 10:00am–1:00pm; 2:00–4:30pm; 5:00–6:00pm. The charge is $2.00.

The I.D. card fee will be included in the tuition bills of students registered for courses offered through state-funded programs. These students are not required to pay separately for I.D. cards.

Books

Books for all credit courses offered through the Division of Continuing Education may be purchased at the UMass/Boston bookstore. The bookstore is located in the Administration Building at UMass/Boston's Harbor Campus. From September 2 to September 13, the hours will be: Monday–Thursday, 8:30am–7:00pm; Friday, 8:30am–5:00pm; Saturday, 9:00am–1:00pm. During the rest of the semester the hours will be Monday–Thursday, 8:30am–6:00pm; Friday, 8:30am–5:00pm. For further information, call 929-7250.

Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the Office of Registration and Records. The cost of an official transcript is $2.00

Emergency Cancellations

When classes and activities held at the Harbor Campus or Downtown Center are cancelled because of snow or other emergencies, the University will announce cancellations beginning at 6:00am on radio stations WBZ-AM (1030), WHDH-AM (850), WEEI-AM (590), WEZE-AM (1260), and WBCN-FM (104.1). WCVB-TV (Channel 5) will also carry cancellation announcements 6:00–7:00am, Monday through Friday.

Students in off-campus programs should listen for radio announcements concerning closing of the off-campus locations.

For more information. . .

If you have questions about the University, the Division of Continuing Education, career or academic planning, call Mary Lang-Crumlin at 956-1000.

Register Early!

The course you want may be filled by walk-in registration time. Why not mail or telephone your course selection now? See page 11 for details.